

YOUNG ARTIST PROGRAM

D.C. Commission on the Arts & Humanities



APPLICATION GUIDELINES FOR INDIVIDUALS AND ORGANIZATIONS FY 2007

Staff Contact:
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Deadlines

Wednesday, May 24, 2006 at 7:00 p.m.

Wednesday, October 25, 2006 at 7:00 p.m.

All applications must be received at the Commission office by this time.

Required Young Artists Program Workshops

Assistance in preparing applications is available through workshops held on:

- Wednesday, April 26, 2006, 12:00 – 1:30 p.m.
- Wednesday, May 10, 2006, 6:00 – 7:30 p.m.
- Wednesday, September 27, 2006, 6:00 – 7:30 p.m.
- Wednesday, October 11, 2006 12:00 – 1:30 p.m.

All workshops will be held at the D.C. Commission on the Arts & Humanities office, located at 410 8th Street NW, 5th floor. No reservations are required.

About the Commission

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

About the Young Artists Program

The Young Artists Program offers grants of up to \$3,500 to artists between the ages of 18 and 30. The Arts Commission recognizes that there are young segments of our community who are creating art and contributing to the vitality of our city. This program is devoted to identifying and assisting these young artists. Grants will support individuals in the following areas: crafts, dance, literature, media, music, interdisciplinary/performance art, theater and visual arts. Eligible projects include support for innovative art projects and community service projects aimed primarily at providing access and positive alternatives for youth and seniors.

D.C. Commission on the Arts
and Humanities
410 8th Street, NW, Fifth Floor
Washington, DC 20004
(202) 724-5613
(202) 724-4135 FAX
(202) 724-3148 TDD
<http://dcarts.dc.gov>

Anthony Gittens
Executive Director



Government of the District
of Columbia
Anthony A. Williams, Mayor



Accessibility Services

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger Hickman, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

Proveemos asistencia en ESPAÑOL con previo aviso.

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

Funding Categories

Artists may apply in either or both categories listed below. The grant amount limits are indicated beside each category.

- **CATEGORY 1: Young Emerging Artists Grant Program** **up to \$2,500**
Artists may apply for support for innovative art projects. An innovative art project may be defined as a project that demonstrates imaginative use of artistic skills or provides a meaningful creative experience for the applicant not otherwise readily available.
- **CATEGORY 2: Young Artists Community Service Program** **up to \$3,500**
Artists may apply for support for projects that strengthen communities as well as provide positive alternatives for youth and seniors. Projects can address such issues as lack of high quality art instruction and training, assistance in building marketable skills, and developing economic self-sufficiency for all residents, and opportunities to build healthy relationships.
- If project target youth or seniors, please provide a workshop schedule and description of workshop activities.

Eligibility

Applicants must be between the ages of 18 and 30 at time of application. If the applicant is working with an organization, the project must be designed, managed and implemented by the applicant. Applicants must be residents of the District of Columbia at the time of the application and maintain DC residency during the grant period. Applicants may not use grant funds to underwrite expenses associated with a degree or certificate program at a college, university, or conservatory. Only one application may be submitted per applicant. A copy of a birth certificate, driver's license or other form of documentation verifying the applicant's age must be included with the application. Incomplete applications will not be forwarded to panel for review. **At least fifty-one percent of applicant's scheduled activities must occur within the District of Columbia.**

Grant Period/Notification

There is no matching requirement for the grant award. All applicants will be notified of grant decisions in writing after November 15, 2006. The grant period is from October 1, 2006 to September 30, 2007. A Final Report will be due by October 15, 2007. All former grantees are required to have submitted any outstanding Final Reports to be considered for funding. All grants are contingent upon the availability of funds.

Evaluation Criteria

Applications will be evaluated primarily on artistic merit, project innovation, community impact, and feasibility of the project request. More details on specific evaluation criteria may be found in the FY2007 Guide to Grants booklet, which is available on the Commission website..

Grant Management and Professional Development

Applicants awarded grants must attend a grant agreement orientation that will explain how to manage the grant. Attendance at the orientation and execution of a grant agreement are both required before any grant funds are paid to the grantee.

All grantees will meet at the Commission collectively on a monthly basis throughout the grant period in order to expand their knowledge of resources available to them as members of the District of Columbia's arts community.

Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.



Young Artists Program

Application and Budget Form

APPLICATION DEADLINES:

Wednesday, May 24, 2006, 7:00 p.m.
Wednesday, October 25, 2006, 7:00 pm

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SUBMIT: ONE ORIGINAL PACKET (the signed application form and its attachments) and **10 COPIES, COLLATED, BINDER CLIPPED or STAPLED. Please type.**

THIS IS PAGE ONE OF YOUR APPLICATION PACKET

To complete the following required information, please refer to codes in the Guide to Grants (pages10-13):

Applicant Legal Status: _____ Applicant Institution Type: _____ Applicant Discipline: _____
Project Discipline: _____ Artist Type: _____ Type of Activity: _____
(use descriptor from pg. 12)

The Guide to Grants may be found online at <http://dcarts.dc.gov>

Category (check one): ☐ Young Emerging Artist Program ☐ Young Artists Community Service Program

Applicant's Legal Name: _____

(Include S.S. # on
your W-9 form –
REQUIRED)

Applicant's Professional Name: _____
(if different than legal name)

Address #1: _____
(P.O. Box Not Accepted)

Address #2: _____ Phone # _____ Fax #: _____

Washington, DC Zip Code: _____ Ward # _____

Telephone/day _____ Telephone/eve: _____ Fax : _____

Email _____ Website _____

PROJECT SUMMARY (up to 30 words, use the space provided, do not photo reduce)

Project is located in Ward(s) _____

Project Budget: \$ _____ Amount Requested: \$ _____

Number of artists participating _____

Number of individuals benefiting (including audience) _____

Work sample submitted (i.e., 10 slides, 1 videotape) _____

PLEASE ATTACH THE ITEMS ON THE YAP CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your completed checklist with the application.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE _____ DATE _____

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Project Budget

EXPENSES

1. PERSONNEL

Administrative _____

Artistic _____

Technical Production _____

2. SPACE RENTAL _____

3. TRAVEL
Transportation _____

Per Diem _____

4. MARKETING/PROMOTION
Printing _____

Advertising _____

5. REMAINING OPERATING EXPENSES

Postage _____

Telephone _____

Other (itemize) _____

Equipment* _____

**TOTAL CASH
EXPENSES** _____

(add lines 1-5) may not exceed allowable budget

INCOME

6. PROJECTED REVENUE _____

in addition to grant funds requested (if applicable)

Requested _____

**TOTAL PROJECT
INCOME** _____

(add lines 6-7) should match total cash expenses

*Use of grant funds to purchase equipment of \$500 or more per unit, with life expectancy of more than two years is not allowable.

Specific Submission Requirements by Discipline

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, samples of artwork created by participants of a visual arts workshop).

VISUAL ARTS AND CRAFTS: Individuals submit 10 slides or digital images in slide show format of at least five different works. Organizations submit 20 slides or digital images in slide show format of different works. Include 8 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.

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- **DANCE:** Up to two videotapes of performances.
- **INTERDISCIPLINARY/PERFORMANCE ART:** (Individuals only) Up to 10 slides with 8 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- **LITERATURE:** 8 copies of five works. If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 8 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Individuals submit samples that could include video tape of contrasting monologues, 10 slides of productions with 8 copies of slide identification sheet, audio tape of sound design, or 8 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 8 copies of a play and a one-page synopsis. Organizations submit 8 copies of up to four representational programs or playbills.

See page 14 of the Guide to Grants (available on the Commission website) for additional information on submitting work samples

Information

For more information please call:

(202) 724-5613 (voice);

(202) 727-4135 (fax);

(202) 727-3148 (TDD)

Visit our home page:

<http://dcarts.dc.gov>

or contact us by e-mail at: dcart@dc.gov

The Commission also offers individual artist fellowships and general operating support grants to D.C. arts organizations through the Grants-in-Aid Program. For guidelines please call the number above.

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Application Checklist

Applicant Name: _____

BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.

For detailed instructions, see page 9-15 of the Guide to Grants (which can be found on the Commission website)

THIS IS PAGE TWO OF YOUR APPLICATION PACKET

- | |
|---|
| <input type="checkbox"/> Application Form (as pg. 1 of your application packet)
<input type="checkbox"/> This Checklist (as pg. 2 of your application packet)
<input type="checkbox"/> A self-addressed, stamped mailer if you want your work sample returned. |
| <input type="checkbox"/> Project description of up to one single-spaced page. . |
| <input type="checkbox"/> Artistic statement—up to one half page. |
| <input type="checkbox"/> A schedule of activities planned for the grant period. Use up to one page. |
| <input type="checkbox"/> Resume(s) of key personnel involved in the project—up to one page each |
| <input type="checkbox"/> Complete project budget form and a budget narrative (up to one page) explaining all items |
| <input type="checkbox"/> Cost estimates (commercial invoices and/or price quotes on business letterhead) |
| <input type="checkbox"/> No more than four items of additional materials, e.g., reviews, letters of support, programs, brochures, etc. |
| <input type="checkbox"/> A brief description of the work sample submitted (treatment, synopsis, audition description, etc) |
| <p>ALSO PROVIDE <u>ONE</u> COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET</p> <input type="checkbox"/> Work sample, as defined on page 6 and stamped envelope for return of work sample.
<input type="checkbox"/> A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website
<input type="checkbox"/> Copy of Metropolitan Police Department Background Check (for individuals working with children and youth)
<input type="checkbox"/> Copy of Tuberculosis Screening (for staff directly working with children and youth
<input type="checkbox"/> <u>A copy of a birth certificate, driver's license or other form of documentation verifying the applicant's age</u>
<input type="checkbox"/> Optional Survey (see page 7 of the grant application) |

Grantee Information

The D.C. Commission on the Arts and Humanities is requesting the following demographic data to comply with the agency's annual reporting as requested by the National Endowment for the Arts from all state arts agencies.

The information provided will in no way impact on any decision (funding or otherwise) regarding your project, organization, or proposal.

This form is optional, and the D.C. Commission on the Arts and Humanities respects the rights of any and all individuals who elect not to provide this additional requested material.

Project Descriptors

Project Descriptors: Check off one or more of the following "descriptors" if it applies to a significant portion (50% or more) of the grant activities. Leave lines blank if none apply.

Accessibility: _____
International: _____
Presenting/Touring: _____
Technology: _____
Youth at Risk: _____

Arts Education: Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave lines blank if none apply.

Less than 50% of project activities are arts education directed to		50% or more of project activities are arts education directed to	
A. K-12	<input type="checkbox"/>	A. K-12	<input type="checkbox"/>
B. Higher Education	<input type="checkbox"/>	B. Higher Education	<input type="checkbox"/>
C. Pre-kindergarten	<input type="checkbox"/>	C. Pre-kindergarten	<input type="checkbox"/>
D. Adult learners	<input type="checkbox"/>	D. Adult learners	<input type="checkbox"/>

Racial Characteristics

Using the chart below, check the ONE box that best represents 50% or more of the racial make-up of your organization's staff, board, general programs and audience.

	Staff	Board	Audience	General Programs
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black/African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian/Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No single group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>